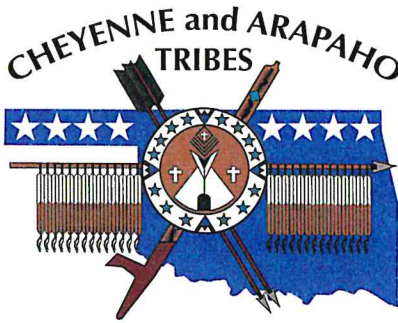


## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
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### \*\*\*Vacancy Announcement\*\*\*

**POSITION:** COMPLIANCE OFFICER  
**REPORTS TO:** COMPLIANCE DIRECTOR  
**DEPARTMENT:** GAMING COMMISSION  
**LOCATION:** CLINTON/ HAMMON  
**ISSUE DATE:** November 23, 2021      **CLOSING DATE:** UNTIL FILLED

The following is a summary of the requirements, conditions, and duties of a Compliance Officer with the Cheyenne Arapaho Gaming Commission. Additionally, information regarding how to apply for a position with the Commission is included.

#### **POSITION DESCRIPTION:**

This position will perform various assignments relative to the area of casino regulation and control in order to implement, administer and enforce the Cheyenne Arapaho Gaming Commission Regulations, Tribal Internal Controls (TICS) and the Cheyenne Arapaho Tribal Ordinances pursuant thereto in order to promote the safety, security and integrity of tribal casino gaming on Cheyenne Arapaho Tribal lands.

#### **QUALIFICATIONS:**

High school diploma or equivalent.

Regulatory, law enforcement or equivalent experience is desirable.

#### **PROFESSIONAL REQUIREMENTS:**

Be a United States Citizen. Be a minimum of 21 years of age. Possess and maintain a valid driver's license.

Complete a background investigation, which includes personal history, criminal history, driving record, credit rating, and employment references, and satisfy the suitability standards established by the Commission for key employees and primary management officials.

Not use or possess illegal narcotics or controlled substances.

Successfully complete the Commission's training program. Adhere to the Commission policy prohibiting an employee from gambling or playing any licensed game or gaming device within the Cheyenne Arapaho Tribal Lands.

Strong work ethic; available to work evenings and weekends.

#### **TYPICAL DUTIES:**

**(The following is used as a partial description and is not restrictive as to duties required.)**

Performs monitoring inspections of casino gaming operations, and prepares written reports of findings. The inspections will be based on observations,

inquiries and

analysis of gaming records. The monitoring assures that the casino operations are in compliance with Cheyenne Arapaho Gaming Commission Regulations & TICS;

Conducts detailed, complex regulatory, administrative, and background investigations in compliance with the regulations and statutes as they relate to gaming on Cheyenne Arapaho Tribal Lands;

Inspects gaming devices and other associated equipment in the Cheyenne Arapaho casinos in to verify that the examined devices in the field are substantially identical to the approved devices;

Examines patron disputes to determine if further investigation is warranted. The investigation and subsequent report will establish if there are issues of casino regulatory violations by the Cheyenne Arapaho casino. Position may be required to correspond with patron and file a report noting any issues of non-compliance by the casino licensee. The Compliance Officer may serve as a witness in subsequent proceeding;

Collects intelligence information regarding criminals and criminally oriented persons, the activity of individuals engaged in organized crime and other activity relating to the gaming industry;

Interviews witnesses/complainants and interrogates suspects; conducts covert surveillance, obtains information from confidential informants through appropriate recruitment, development, maintenance and control of said informants and other cooperating individuals;

Conducts inspections of gaming licensee surveillance systems, inspects various gaming devices including slot machines, cards, and dice and seizes items if necessary;

Provides assistance to other jurisdictions in gaming-related matters and cooperates with other law enforcement agencies in the exchange of information as appropriate;

Perform as representative of Commission pursuant to the Cheyenne Arapaho Gaming Regulations with regard to, but not limited to, the movement of electronic gaming devices, receipt of shipments of gaming equipment to/from casino, destruction of chips and tokens etc.;

Receives new and updated training on a variety of topics including licensed games, cheating techniques, arbitration of disputes, investigation and interview techniques, writing and communication skills, Cheyenne Arapaho Tribal law and regulations, security and safety.

The Compliance Officer shall test and verify all electronic gaming machine software that is received from the gaming vendor prior to installation. They will utilize software verification devices to test machine software and programs for all electronic gaming machine devices.

Escort and observe installation of software for all electronic gaming devices.

Review and suggest any necessary changes to the casinos policy and procedures as it pertains to Minimum Internal Control Standards, Tribal Internal Control

Standards, and System of Internal Control Standards.

Conducts training for casino personnel on revised policy and procedures when needed. Performs other related tasks as assigned.

#### **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS**

**(Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)**

Ability to read, learn, interpret and apply ordinances, regulations, policies, and procedures pertaining to gaming enforcement;

Knowledge in area of licensing and compliance;

Knowledge in investigation and inspection techniques;

Ability to conduct investigations, interview suspected violators and obtain evidence regarding violations of the applicable law and regulations;

Ability to mediate disputes;

Ability to maintain records and prepare reports and correspondence related to work; Ability to maintain confidential records as required by law and regulations;

Ability to communicate effectively with others;

Ability to maintain favorable public relations.

#### **SALARY RANGE:**

Call the Commission's Office for current salary information (405) 422-7752.

#### **CONDITIONS:**

All Commission employees are required to work shifts that may include odd hours, weekends, and holidays as assigned.

Work is essentially conducted in a standard office setting but may require travel and periodic high concentrations of noise and second-hand tobacco smoke associated with casino settings.

All Commission employees shall follow all conditions of employment as stated in the Commission's Personnel Manual.

#### **LOCATION OF EMPLOYMENT:**

The Compliance Division currently has a permanent office in Concho, Oklahoma; however, travel will be required for enforcement coverage to casino gaming facilities located on Cheyenne Arapaho Tribal land.

#### **DUTIES AND REQUIREMENTS INFORMATION NOT A CONTRACT:**

This position description is not a contract of employment. Even though an applicant might successfully pass the examination process and comply and complete the background investigation, there is no guarantee the applicant will be hired by the Commission

#### **PREFERENCES**



Among qualified applicants, preference is given in the following order:

- Enrolled Member of the Cheyenne and Arapaho Tribes;
- Enrolled Members of another Tribe;
- Non-Native American

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

Or e-mail: [atisdale@cheyenneandarapaho-nsn.gov](mailto:atisdale@cheyenneandarapaho-nsn.gov)

*Office (405) 422-7498*

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*Toll Free 1 (800) 247-4612 ext. 27498*



To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)